



Division of Supplier Diversity

Adding Value to Indiana's Economy

State of Indiana MWBE Certification

The Basics

Minority and Women's Business Enterprises Division

- The Division was established in 1983 and is currently housed within the Indiana Department of Administration (IDOA)
- Promote, monitor, and enforce the standards for certification of minority and women's business enterprises
- Provide equal opportunity to minority and women enterprises in the state's procurement and contracting process



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Program Leadership



Jessica Robertson
IDOA Commissioner



Terrie Daniel
MWBE Deputy Commissioner



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Division Name Change



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Doing Business in Indiana

Minority and women business enterprises that wish to provide goods or services to state agencies (with the exception of certain businesses that seek to do business with the INDOT) should be certified by the Division of Supplier Diversity.

- Register as a bidder and certify Buy Indiana status with IDOA Procurement at:
<http://www.in.gov/idoa/2464.htm>.
- Read [Indiana Statute](#) and [Indiana Administrative Code](#) which govern Minority & Women's Business Enterprises Certification
- Obtain & Complete MWBE [Certification application](#).



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Division Overview

1. Certification
2. Outreach
3. Business Development
4. Contract Compliance



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Benefits of Certification

- Qualify for MBE/WBE subcontracting opportunities on state contracts.
- Receive notification of state business opportunities.
- Receive notice of upcoming events.
- Qualify as an MBE/WBE for purchasing by casinos and state universities, as well as other public and private organizations.



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Mission

The Minority and Women's Business Enterprises Division assists minority-owned and woman-owned businesses by:

- Creating a fair, competitive, and equitable business environment
- Providing networking opportunities to clients
- Working to increase utilization
- Monitoring & enforcing program compliance



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Governor's Commission on Minority and Women's Business Enterprises

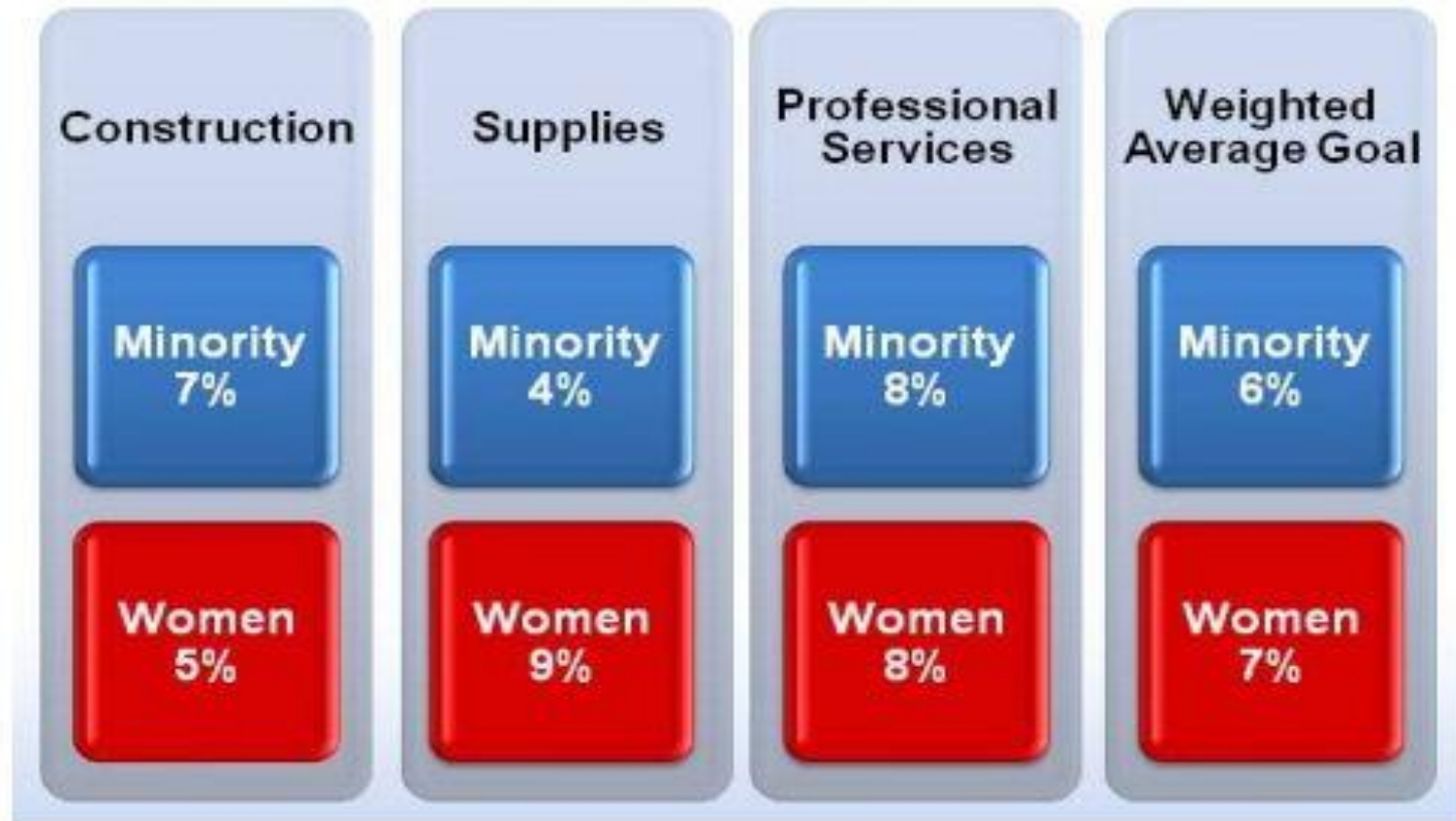
- Advocates for MWBE goals in state contracting.
- Establishment of annual MWBE goals based upon disparity study results which provides statistical analysis of utilization of minority- and woman-owned business enterprises in state contracts every five years.



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State of IN Participation Goals



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Sub-Contracting

- Incentives are given for MBE and WBE sub-contracting in the procurement scoring process.
- Dually certified firms must choose one certified status per project. (MBE, WBE or VBE)
- Sub-contractors must provide a commercially useful function.



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Applying for Certification

Enterprise must...

- Submit its application on the form(s) provided by IDOA & all requested documentation
- Demonstrate that it meets the requirements concerning ownership and control
- Cooperate fully with IDOA's requests for information and documentation (*failure to cooperate may result in denial of certification*)
- Disclose all material and relevant information (*any material misrepresentation or omission may be grounds for denial*)



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Qualifications

- 51% or more of firm owned by qualifying minority* or woman

*(*Minority groups include African American, American Indians, Hispanics and Asian Americans or as defined by 13 CFR 124.103)*

- Possess expertise in the field
- Control the business enterprise
- United States Citizen

Reference: Indiana Administrative Code: 25 IAC 5-2-1



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Processing Your Application

- Division staff reviews certification application for accuracy
- Verify requested documents from checklist
- If additional documentation is requested, must be submitted within 5 business days of request
- 30 day notification letter sent for next step in the process



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Onsite Visit

- On-site visits occur between 8am – 5pm, Monday through Friday at company headquarters
- Interview with principal officers of the enterprise
- Determination within 90 business days of the completion of onsite investigation
- Applicant will be notified via email/phone listed on certification application for site visit



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Certification Decision

- After onsite is complete, MWBE application goes before review committee
- Business Relations Specialists recommends certification or denial
- Certification eligibility notification letter sent from the Division to applicant
- If eligible, certification is immediate and is valid for three years



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Certification Decision

- Denial letter sent to applicant outlining denial decision
- Applicant has a right to appeal
- Appeal must be filed within 15 business days from date denial letter is received. All letters sent by certified mail requiring signature of applicant
- Enterprise can re-apply for certification 12 months after final denial date



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UNSPSC Codes

- United Nations Standard Products and Services Code (UNSPSC)
- Coding system to classify products and services that a business provides
- Applicant UNSPSC's verified at onsite visit by Business Relations Specialist
- UNSPSC's will be listed on applicant certification letter and in the State of Indiana MWBE Certified Business Directory upon certification



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I'm Certified – Now What?

Get Connected!



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MWBE State Directory

- All certified firms appear in the State of Indiana MWBE Certified Business Directory located at http://www.in.gov/idoa/files/certification_list.xls.
- State Directory is updated daily
- Excellent Tool
- Open to the public



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Affidavit of Continued Eligibility (ACE)

Changes in any of the following:

- Address
- Phone Number
- Email Address
- Services Provided
- Ownership
- Control



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UNSPSC Amendments

- Amendment form submission
- Scope of Business Change
- Ownership Change
- Change in day to day control of operations



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Re-certification Process

- Complete re-certification application every 3 years
- Submit Affidavit of Continued Eligibility annually
- Random site visits conducted at the discretion of the Division



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Contact Us

Telephone: (317) 232-3061

Fax: (317) 233-6921

E-mail: mwbe@idoa.in.gov

Website: www.in.gov/idoa/mwbe

Twitter: <https://twitter.com/IndianaMWBE>

Facebook: www.facebook.com/IDOA.MWBE

Address:

Minority and Women's Business Enterprises Division
402 W. Washington Street, Room W469
Indianapolis, IN 46204

Hours of Operation:

8:00 a.m. - 5:00 p.m. Monday-Friday
(*excluding state holidays*)



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Questions and Answers



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